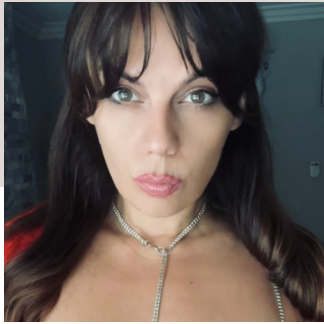




+1(310)7966405

Emelyanova@me.com

Los Angeles , Ca

## Education

### Bachelor of Arts in Foreign Language Teaching

#### Orenburg State University — Russia

2002–2007

- Specialization: French and German Languages
- Emphasis on educational psychology, communication, and pedagogy
- Trained in linguistic analysis and cross-cultural education

## Skills & Competencies

- Languages: Fluent in English & Russian; basic proficiency in French and German
- Video Editing: Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve
- Software: Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Psychological Insight: Deep understanding of human behavior, emotional intelligence, conflict resolution
- Organization: Highly organized and structured with exceptional multitasking and time management skills
- Communication: Polite, clear, and calm under pressure, skilled in team collaboration
- Creative Coordination: From idea to polished product, always detail-focused

## Certificates

- Blueprint Certificate (Teamwork & Career Readiness, Los Angeles)
- TMPLA Program Certificate
- CPR & First Aid Certification (California)
- Legal Administrative Assistant Training
- Medical Receptionist Training

## Languages

- Russian and English
- Germany and French (basic)

# LILIIA EMELIANOVA

## Office assistant

### Profile

Motivated, highly organized, and adaptable professional with a strong background in executive assistance, creative production, and psychology. Passionate about contributing to meaningful projects, bringing both structure and inspiration to every team. Ready to grow and support companies with energy, empathy, and precision.



## Work Experience

### ADMINISTRATIVE ASSISTANT

#### Auto Alliance Car Dealership

2025  
-  
present

- Answered customer calls and messages; assisted with appointments and vehicle .
- Entered car information and managed listings in AutoRevo and Desk Manager.
- Prepared documents and contracts for vehicle sales.
- Supported management with daily office tasks and client communication.
- Created social media content and promo videos for dealership marketing.

### Office assistant

#### South Bay Workforce IB – Los Angeles, CA

2024  
-  
2025

- Assisted case managers with scheduling, documentation, and interview preparation.
- Provided bilingual support to Russian-speaking clients.
- Translated official documents and maintained organized records.
- Helped streamline client workflows and improved daily office efficiency.

### Co-Owner & Video Editor

#### Video Production – Moscow, Russia

2017  
-  
2019

- Co-founded and managed a video production studio specializing in corporate films and promotional content.
- Edited high-quality video projects using professional software.
- Handled client outreach, managed social media, and directed creative campaigns.

### Personal Assistant

#### National Nonmetallic Company – Orsk, Russia

2010  
-  
2016

- Provided personalized support to executive management to streamline daily activities.
- Organized and coordinated meetings, events, and schedules for optimal time management.
- Arranged and managed complex travel itineraries, including accommodations and logistics.
- Oversaw office supply inventory and procurement processes to ensure seamless operations.
- Prepared, reviewed, and maintained important documentation

## Highlights & Strengths

- Responsibility
- Exceptionally organized and structured
- Outstanding time management and multitasking skills
- Professional and respectful communication
- Calm, diplomatic, and solutions-oriented under pressure
- Strong team player with creative initiative
- Proficient in Microsoft Office & professional video editing software